



Highline Water District  
Workshop Minutes  
April 22, 2008

**COMMISSIONERS PRESENT**

Gerald R. Guite  
Vince Koester  
George Landon  
Kathleen Quong-Vermeire  
Daniel Johnson

**CONSULTANT PRESENT**

Barak Buck, Lighthouse Consulting

**STAFF PRESENT**

Matt Everett, General Manager  
Thomas Keown, Engineering/Operations Manager  
Debra Prior, Administrative Manager  
Mary Fossos, Project Coordinator, CIPs

**ATTORNEY PRESENT**

John Milne

Note: Strikeouts indicate absence

**1. CALL TO ORDER**

Commissioner Koester called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Landon moved to approve the Agenda. Commissioner Guite seconded and the motion carried unanimously.

**3. PUMP STATION NO. 5 BUILDING STATUS - Matt Everett, Tom Keown**

Matt asked the Board of Commissioners for their input on what they would like to do with the building since the pump station is no longer in service. The Board was in agreement to keep the building but have the inside stripped, i.e. remove drywall, surplus any scrap metal, repair the roof leak and continue to maintain the property (landscaping).

**4. BOW LAKE TANK SITE (FENCE LINE VS. PROPERTY LINE) Matt Everett, Tom Keown**

The tank site is located at S. 176<sup>th</sup> St. & 42<sup>nd</sup> Ave. S. On May 16, 1955, the District was deeded a 32 foot right-of-way. At present, the District's fence line is inside of the actual property line and two residents have encroached on the District's property. Per motion duly made and seconded, the Board directed Matt to obtain three bids to move existing and install (to the property line) a new chain link fence with concertina wire on top. A notification letter of the District's plan will be sent to the residents that will be directly or indirectly affected.

**5. 2008 FIRST QUARTER FINANCIALS – Matt Everett, Debbie Prior**

Matt and Debbie went over the First Quarter Budget vs. Actual.

**6. COMMISSIONER'S HWD EMAIL ADDRESSES – Barak Buck, Lighthouse Consulting**

Barak gave a presentation to the Board on how to access and use their District email accounts.

**7. OTHER**

Cedar Rivershed Tour – April 9, 2008

Matt toured the Cedar River Shed with Ralph Nichols, Highline Times Reporter, Jim Nilson, SPU Water Quality and Treatment and Andy Ryan, SPU Public Relations Manager.

Partial Requirement Contract Proposed Amendment (SPU – HWD)

Matt distributed to the Board of Commissioners and staff a copy of a proposed Contract Amendment No. 1 that revises the methodology Seattle uses to calculate Facilities Charges (FC) based on annual Equivalent Residential Units (ERUs). SPU has requested that each of its wholesale customers enter into this proposed Amendment No. 1.

Matt said he spoke with Dan Swenson, Wholesale Contract Manager, SPU, and said he does not believe an amendment is necessary because this issue is already covered in the existing contract. Matt said he would research further and report back to the Board after the next Seattle Operating



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**7. OTHER**

Board meeting.

Project 06-2 Hidden Valley Water Main Replacement

Trenchless completed the bore, however, it came out through Smout's driveway (approximately 40 feet off). Trenchless pulled back to about halfway down the hill and began reboring a new path.

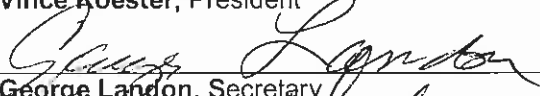
King County Investment Pool (KCIP)

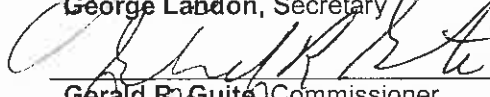
Debbie distributed via email to Matt and the Commissioners, information from Ken Guy, Director, Finance and Business Operations Division, regarding the status of the impaired investments. Four impaired investments are being restructured. Debbie noted that a book entry has been made to the financial statements reducing Current Assets \$241,417, to record the Fair Market Value of the investments. King County should have more information by June.

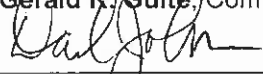
There being no further business of the District, Commissioner Koester adjourned the meeting at 10:00 AM.

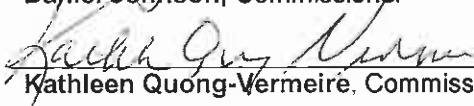
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Vince Koester, President

  
\_\_\_\_\_  
George Landon, Secretary

  
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Gerald R. Guite, Commissioner

  
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Daniel Johnson, Commissioner

  
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Kathleen Quong-Vermeire, Commissioner